



**Recruitment Management System (RMS)
Upgrade Update**

RMS HR Users,

Thank you for your participation in the RMS Upgrade Training on February 11th and 12th! Now that you have been introduced to the changes included in the RMS Upgrade to PeopleAdmin7, we wanted to provide you with some additional information, tips, and tools.

Practice, Practice, Practice!

In the training provided by PeopleAdmin, you were provided a brief opportunity to view and navigate PeopleAdmin7. To help you become even more familiar with the upgraded system, we encourage you to continue to practice navigating and learning how to use the system. Just as you practiced in training, you can use the credentials you received in training and this [Practice Site](https://virginia-sb.peopleadmin.com/hr) (<https://virginia-sb.peopleadmin.com/hr>) to continue learning how to navigate and use the upgraded system. We suggest that you wait to provide the Practice Site to others until you have completed your learning. This will allow you to continue to use the Practice Site until you are comfortable teaching others how to use it.

Training Agency HR Staff

Once you feel comfortable using PeopleAdmin7, you can begin training other HR staff in your agency to use the upgraded system. You can use the [Practice Site](https://virginia-sb.peopleadmin.com/hr) to train other HR staff who may need to know how to use the upgraded RMS.

Support - What Do You Need?


Additional communications, web updates, and training on how to strategically use the new reporting feature in PeopleAdmin7 are planned to help support RMS Users over the coming months. Consider what other types of support would be helpful to you as you prepare for the transition in April 2015. Please email rmsinquiry@dhrm.virginia.gov with ideas on what other support would most help you with this transition.

What Is Next?

Additional communications on the upgrade will be provided in the coming weeks.

If you have any questions about the changes, please email rmsinquiry@dhrm.virginia.gov.

Thanks!

 RMS Upgrade Team